

The regular monthly meeting of the Marion Water Department's Board of Trustees was called to order at 5:15 PM, on June 14th, 2016, in the executive conference room of City Hall, Marion, Iowa. Trustees William Kling, John Bender, John McIntosh, Mary Ann McComas and Greg Hapgood were present. Chairman Kling called the meeting to order. Other people attending the meeting included Todd Steigerwaldt, Board Secretary, Curt Huhndorf, Distribution Foreman and Mike Gannon with the Iowa Geological Survey.

Steigerwaldt introduced Mike Gannon who gave a presentation regarding his finding of the Aquifer Sustainability Study he completed for the department regarding the future potential use and sustainability of the Silurian Aquifer.

Motion by McIntosh, seconded by Hapgood to receive and file the Aquifer Sustainability Study regarding the Silurian Aquifer. Vote: all Ayes (5-0)

Minutes of the regular monthly board meeting held at 5:15 PM on May 10th, 2016 were reviewed along with the May disbursements and the May 2016 fund balance report. Motion by McComas, seconded by Bender to approve same. Bender asked about the overtime incurred during the month. Steigerwaldt stated it was mainly for the annual fire hydrant flushing program where staff flushes fire hydrants in the evenings. Staff can either take the overtime or accumulate comp time if they want. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood approving a summer help fire hydrant painter contract. Steigerwaldt stated this is the same person that painted for us last summer. Hapgood asked how the locations of the fire hydrants were determined. Huhndorf stated they use the GIS map that has the previous year's painted fire hydrants on it and they remove those from the map. Then he selects an area of town where the fire hydrants need painting. Hapgood asked about one particular area around Munier Road. Huhndorf stated the painter will be in that area this summer. He also mentioned that he could take specific requests for hydrants as well. Vote: all Ayes (5-0)

Motion by Bender, seconded by McIntosh to approve a contract with Hogan Hansen for the annual department audit required by the state in the amount of \$11,000.00. Bender inquired if this is the second year of our five year contract with them. Steigerwaldt stated it was and he was pleased with the auditor's performance. Vote: all Ayes (5-0)

Motion by McComas, seconded by McIntosh approving partial payment #2 to Quality Excavating for work completed on the 3rd Avenue Water Main Abandonment Project in the amount of \$11,025.00. Bender asked if there were any change orders to date and how close they were to finishing. Steigerwaldt stated there were no change orders and the contractor had just completed the project this week. He mentioned the final payment request came in today and the project came in under budget. Vote: all Ayes (5-0)

Motion by Bender, seconded by McComas approving partial payment #2 to Owen Lewis Consulting for utility billing data conversation in the amount of \$4,050.00. Hapgood asked how they were performing. Steigerwaldt stated they are pleased with their

performance to date and they are planning on going live with the new software in late December or early January of next year. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Hapgood approving two payments totaling \$2,533.45 to Veenstra & Kim Inc. for engineering and inspection services for the 31st Street Water Tower Recoating Project and Well #4 Aerator Modification Project. Steigerwaldt stated the majority of the payment is for the inspection services on the 31st Street Tower. Vote: all Ayes (5-0)

Motion by Hapgood, seconded by Bender approving a contract with Veenstra & Kimm Inc. for professional engineering services for two projects at Well Site #5. One for the recoating and repairs to the 200,000 gallon ground storage tank and the other project for the modification of the aerator unit on the tank. Bender asked about the memo stating the cost of their services is expected to be less than the contracted amount. Steigerwaldt stated he was correct because some of the investigation of the repair work has already been done when the #4 aerator plans were put out to bid and the tank recoating would be a simple plan to put together. Hapgood asked if Well #5 was a good producing well. Huhndorf stated it was a very good well. Vote: all Ayes (5-0)

Motion by Bender, seconded by McComas to approve revisions to the Utility Work – Locator job description. McIntosh asked if the job description contained other duties expected of the employee besides locating the water mains. Steigerwaldt stated it does. He added some computer skill requirements that the locator is expected to achieve to clear locates from the website. He also mentioned that Smith and the current locator reviewed the description and had no additional comments. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood revising the Marion Water Department's personnel policy No. 2.11 regarding the Family and Medical Leave section. Steigerwaldt explained the purpose of the revision was to prohibit an employee from taking up to 24 weeks of leave back to back because the old policy timeline was based on a fiscal year calendar instead of starting on the date of the accident or submitted request. Vote: all Ayes (5-0)

Motion by McIntosh, seconded by Bender approving the renewal of a contract with Wellmark Blue Cross Blue Shield for health and dental coverage, third party administration and stop loss coverage for fiscal year 2016-2017. Steigerwaldt shared the slight increases and decreases for the new coverage from last year's policy. Vote: all Ayes (5-0)

Motion by McComas, seconded by Hapgood approving the Marion Water Department's personnel policy No. 2.8 related to Health Insurance coverage and employee's premiums for the fiscal year 2016-2017. Steigerwaldt stated employees who participate in the new Wellness Program are eligible for additional premium reductions if they achieve the required points the wellness committee set for a goal. Nine employees are currently participating in the wellness program. Vote: all Ayes (5-0)

Motion by Bender, seconded by McComas to approve contract with Iowa Communities Assurance Pool, ICAP for the department's insurance coverage for property, fleet and miscellaneous items in the amount of \$30,425.00. Steigerwaldt stated the rates are the same as last year but he increased the property valuations by two percent thus the premium amount is slightly more than last year. Kling asked if the 2% increase was enough coverage due to the cost of construction. Steigerwaldt stated he was satisfied with the slight increase. He also mentioned that the department had received over \$20,000 back from the insurance company from past claims just in the last year. He has been pleased with the coverage to date. Hapgood asked if we were pooled with the city's workers comp policy and Steigerwaldt stated we were but being a utility we have a different rate than the police and fire department staff. Vote: all Ayes (5-0)

Resolution No. 16-20, accepting improvements and extensions of public water mains for the Squaw Creek Meadows 7th Addition to the City of Marion. Motion by McComas, seconded by Bender. Hapgood asked about the location of this addition. Steigerwaldt explained that it was south of Grand Avenue and west of 31st Street. He stated it was cul-de-sac for future single family homes. Roll Call Vote: all Ayes (5-0)

Steigerwaldt led a discussion with the board regarding allowing SpeedConnect to reoccupy the 31st Street Elevated water tower. They removed their antennas and equipment for the recoating project and stated then that they were not interested in going back on the tower. Then they changed their minds and want to go back on the tower with several more antennas than before. They proposed to revise their existing agreement to increase the monthly rent to \$850 per month, bundle and install the other two entities cables along with their cables for a cleaner install in the tower and pay for our consultant to perform inspection of the install up to \$2500 to ensure that the new paint job is not compromised. They also requested use of our existing electrical power and place their control cabinet inside the base of the tower which was included in the previous agreement. The board was agreeable to the preliminary offer. Steigerwaldt stated that he would write a draft agreement with all the details for SpeedConnect to review and bring it back before the board at the July meeting for final approval if all the terms can be reached between SpeedConnect and the department.

Motion by McIntosh, seconded by Hapgood to approve a contract with Vector Construction of Cedar Rapids for the repair of the concrete base on the 31st Street elevated water tower in the amount of \$25,000.00. Steigerwaldt told the board he was seeking a second quote from another local contractor but was told they could not do the work until late July. This company specializes in concrete restoration and they could start right away. Steigerwaldt showed the board some of the work they did on the tower base. Vote: all Ayes (5-0)

Steigerwaldt updated the board on the field activities: Service Department: remote read meters installed on 41 accounts; 2372 meter reads; 82 straight meters to radio; 168 tag orders; 119 service calls; and 786 utility locations were located.

Steigerwaldt informed the board that the insurance company paid for the repair of the 350HP electric motor that failed at Well Site #7. It was now ready to run again once water demand increases. He stated the 31st Street and 5th Avenue water tower

recoating project was nearly completed. They expect to fill the tower later this month. He also stated the fire hydrant flushing program was completed in May.

May gallons pumped: 97,652,000

Steigerwaldt informed the board there were 20 new building permits issued last month. 15 of them were for new single family homes.

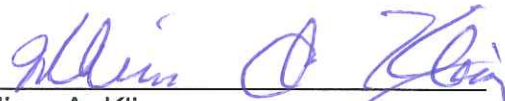
Steigerwaldt shared three thank you notes that the department had received for our in kind service and financial pledges to local organizations. He also showed the board two new developments that were coming to Marion. One was another senior living center north of East Robins Road and west of Alburnett Road. The other one was the site development plan for the First United Methodist Church located north of REC Drive and west of Highway 13.

The next regular monthly board meeting was set for 5:15 PM on Tuesday, July 12, 2016.

The meeting was adjourned at 7:10 PM.



Todd Steigerwaldt
Secretary



William A. Kling
Chairman